



Semester:2017 Fall first 8 weeks

This syllabus is a plan, not a contract. Changes may occur during the term as the instructor deems necessary.

I. On-Ground Course Information:

- **Course Title: Business Practices I**
- **Course Number: COS1021**
- **Prerequisites: None**
- **Credit Hours: 1**
- **Required Textbook and Supplies: Milady Standard Cosmetology 2016 Edition, Milady Standard Cosmetology Practical Workbook, Milady Standard Cosmetology Theory Workbook, Milady Standard Cosmetology Exam Review**
- **Recommended Texts and Supplies: 100% black uniform. Black Smocks can be purchased at the bookstore. 3” Binder, notebook paper, pencils, pens, colored pencils, tab dividers, highlighters, 1 sharpie and travel size first aid kit.**

Course Description: This course provides both classroom instruction in management practices, salon development, insurance, client records, and salesmanship. The course consists of 25 classroom hours as prescribed by the Kansas Board of Cosmetology.

IV. Learning Outcomes: Upon completion of this course, students will be able to do the following:

1. List items that needs to be considered before opening a beauty salon.
2. Discuss financial considerations involved in operating a beauty salon.
3. Explain the importance of maintaining accurate business records.

VI. Credit Description:

A credit hour is defined as one hour of classroom instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester of credit. So for every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing projects, and other activities that enhance learning. Thus, for a three hour course, a typical student should expect to spend at least nine hours per week dedicated to the course.

VII. Common Learning Expectations: All sections of Business Practices I use the activities listed below to measure whether you learned a required learning outcome for this course:

1. **Exams**
2. **Milady Standard Cosmetology Theory Workbook**